Santa Clara County PUBLIC HEALTH

SCENARIO 2:
Student or Staff Identified as a Close Contact[1] to a Person Who Has Tested Positive for COVID-19

[1]A Close Contact is someone who has been within 6 feet for 15 minutes or more of someone who tested positive for COVID-19.

Student or Staff identified as Close Contact[1] of positive case

Site or Department Administrator

- Gives the quarantine directions (applicable to the situation in which close contact occurred) to student/staff member and instructs them to follow the recommended interventions. (If symptomatic, test immediately; if not symptomatic, test on Day 5 after exposure.)
- Immediately notifies *COVID-19 Designee*.
- Ensures all required cleaning protocols are completed, if needed.
- Distributes communication forms/letters as directed by *Superintendent Designee*.
- Ensures student/staff fulfills their designated quarantine steps. If instructed to quarantine at home, instruct them to follow the home quarantine instructions.

COVID-19 Designee[2]

- Works with *Site/Department Administrator* to provide quarantine directions that are applicable to the situation in which close contact occurred.
- Provides *Site/Department Administrator* with appropriate forms/letters for communications (students/staff).
- Works with *Site/Department Administrator* to track test results.
- Based on test results, follows Test Result Decision Tree actions and advises *Site/Department Administrator*.
- Advises *Facilities/Site Administrator* on required cleaning, if needed.
- If staff member, notifies HR administrator.

If individual is a **staff member**:

HR Administrator[2]

- *HR Administrator* contacts staff member to discuss quarantine directions & leave options.
- *HR Administrator* maintains communication with the *Site Administrator* and *Superintendent Designee* regarding the recommended quarantine steps and guidance.

[2]Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.